

Filing Fee: \$3.00 per document
Checks should be payable to the
"Secretary of State"



ARIZONA SECRETARY OF STATE
APOSTILLE/ CERTIFICATE OF AUTHENTICATION
REQUEST FORM

ENCLOSED IS A CHECK OR MONEY ORDER FOR THE AMOUNT OF
\$_____ TO COVER THE COST OF _____ DOCUMENT(S).
ALSO INCLUDED IS A SELF-ADDRESSED STAMPED ENVELOPE FOR
THE RETURN OF THE DOCUMENTS.

THIS DOCUMENT IS BEING CERTIFIED FOR THE COUNTRY OF

Name of Country

PLEASE PRINT YOUR NAME

(AREA CODE) PHONE NUMBER

ADDRESS

CITY

STATE

ZIP CODE

**Q: How do I obtain an Apostille for a document sent to a foreign country?
(Or a certificate of notarization authenticity)**

Answer: Pursuant to A.R.S. § 41-326, the Secretary of State issues apostilles on documents going to a foreign country and also authenticates public documents going to foreign countries. An apostille certifies an Arizona notary or State Clerk. Government documents such as a birth certificate, death certificate, marriage records, corporation documents, etc. should be a certified copy issued by that government office.

If you send your documents by mail and require a quick turnaround you may want to send your documents by express mail and include a prepaid envelope for express return mail service. Please remember to include your payment of \$3.00 per document (no cash please). When mailing your documents, please indicate the name of the country to which you will be sending your documents. You are urged to include your name and daytime telephone number so that we may contact you should any questions arise when processing your document(s).

Mailing Address:

Arizona Secretary of State
Attn: Apostille Department
1700 W. Washington
7th Floor
Phoenix, Arizona 85007

Our average turnaround time is 5 business days. If you require same day service, please visit our Customer Service Centers at:

14 N 18th Avenue, in the Customer Service Center, downtown Phoenix.

We are three blocks south of Van Buren between Adams and Washington on 18th Avenue.

There is free visitor's parking in the reserved parking lot, on the north side our building. The spaces are marked "Secretary of State Visitor".

In Tucson, you may also visit the Southern Arizona Satellite office, located at:

400 W. Congress, 2nd Floor, Room 252 in Tucson.

There is free visitor's parking in the reserved parking lot, west of our building.

Open Monday through Friday from 8:00 a.m. to 5:00 p.m. Closed on state holidays.

If you have any questions please contact us at (602) 542-6187 in the Phoenix metropolitan area or at (800) 458-5842 if outside the Phoenix metropolitan area.